



Alaska Army National Guard



J1 HRO/JSS Update Status

J1 HRO/JSS Director —Col Edie Grunwald edith.m.grunwald@us.army.mil, 907-428-6450

Need human resources assistance? Call: 907-428-6578 (commercial) or 384-4450 (DSN)

Welcome to the J1 HRO/JSS Status Update.

1. Your Alaska National Guard Human Resources Office wants to provide the best service possible. We strive to be efficient and meet the needs of our members, supervisors, commanders, employees—you! We aim to assist in meeting the laws and regulations and we are an equal opportunity employer.

2. Furlough? It's all over the news ~ AK Leadership, ACT, and your HRO are working hard to mitigate and minimize the personal and mission impact. Find the latest: <http://www.nationalguard.mil/features/sequestration/default.aspx>

3. Throw out your dead!...old LMAs! The new Labor Management Agreement is in effect—as of 22 November 2012. The AKNG is transitioning to a new technician performance appraisal application—March 2013—Missed the training? Please see someone next to you—who attended. It was short, sweet and extremely helpful.

4. Throw out your dead!...old policy letters! 3 Rs—Relocation, Recruitment, Retention are approved at NGB level.

5. NGB Supervisors Course— 6-9 May, 10 May is refresher training (JBER); 13-16 May (Eielson AFB).

6. YOU'RE HIRED! Interview questions can be of high value when geared toward gaining information from the applicant to determine the skill sets, i.e., technical expertise, leadership, knowledge, etc. required to be successful in the position.

7. When do I start! Interview answers rate high when answered toward the specific position in an organized, clear delivery. Applicants are best competitive by being prepared for the interview and for the requirements of the position.

8. The Army ASMB will be held in 2013.

9. Appeal! I meet the technician qualifications. Maybe. Maybe not. Apprentice does not equal expert. A position vacancy announcement that reads: WG 05/08/10 means a lesser experienced and lesser knowledgeable applicant may qualify at a lower grade and advance to the higher grade as expertise and knowledge is gained and proven.

HRO Deputy Director—LTC Don Mercer don.a.mercer.mil@mail.mil, 907-428-6465

First, I would like to thank the entire HRO Staff for the outstanding support provided for the year 2012 to the civilian and military employee workforce of the Alaska National Guard. In the HRO we will endeavor for the year 2013 to provide professional, courteous, and timely processing of products and support through training to ensure that the workforce representing the Alaskan Guard will be the finest in the Nation. The HRO office hosted the NGB sponsored, Joint Reception Staging Onward Movement & Integration (JRSOI) Class in November with 41 personnel trained. The HRO Office successfully conducted the first Active Federal Service Continuation Board (AFSCB) for the Air Guard as a method to shape the force structure of the Alaska Air Guard in the future to come.

The biggest change on the horizon will be the transition to the new Performance Appraisal Application (PAA) Program; additional information is located in this newsletter. Prior to the printing of this newsletter the annual NGB Supervisors Course and refresher course has concluded, this training was designed to ensure supervisors were trained on current practices & techniques in accordance with Technician Personnel Regulation 400. The HRO office looks forward to supporting management, supervisors, customers (civilian & military) during 2013 and beyond.

Volume 3, Issue 1

February 2013

Special points of interest:

- Full Time Job Opportunities
- Welcome Our Newest Full-Time Employees— technicians and AGRs to the AKNG!
- Technician Appraisal—Get it right the 1st time!
- Labor Update
- Joint Support Services - Contact Information and Assistance
- Upcoming Events

Inside this issue:

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Benefits and OWCP—SSgt Vanessa Peterson

NEW LINK FOR FILING INJURY CLAIMS

The Defense Civilian Personnel Advisory Service (DCPAS) has updated their website to include a new web address for supervisors to file their employees' injury claims.

The new website for supervisors is: <https://extranet.apps.cpms.osd.mil/>
Once on this page, the Supervisor will need to click on the field - "DIUCS: Supervisor Link" which will then take them directly to the required site for filing CA-1 and CA-2 forms online.

Please delete the prior DIUCS/CPMS webpage and save the new website link under your "Favorites".

Vanessa Peterson, SSgt, AKNG
Human Resources Specialist (Benefits)
Comm: (907) 428-6442
FAX (907) 428-6479
DSN 384-4442

Human Resources Development —Training—

Mr. Dave Matthews / dave.matthews1@us.army.mil / 907 428-6518

Army Guard technicians – When requesting training, all technicians are required to submit an approved SF182 to HRO in order to receive funding, if applicable, for training and travel. The approved SF182 is also used to receive credit within DCPDS for course completion. And when you upload the approved SF 182 into DTS requesting the TDY, it captures it for approvals, accounting, and credit!

Air Guard technicians – When requesting training, all technicians are required to submit an approved SF182 to your Wing training office in order to receive funding, if applicable, for training and travel. A copy of the approved SF182 needs to be forwarded to HRO in order to receive credit within DCPDS for course completion. And when you upload the approved SF 182 into DTS requesting the TDY, it captures it for approvals, accounting, and credit!

NGB Supervisor course – The **first** course was held the **28 January 2013 to 31 January 2013** The **second** course is scheduled for **6 May 2013 to 10 May 2013** . **HRO will be holding Supervisor Refresher Course: 10 May at the Armory in Anchorage (JBER).** The **third** course will be at the 168th on the **13 May 2013 to 16 May 13** and the **Refresher** will be on the **17th, location TBD.**

In order to attend a course in Anchorage, for both Technicians & AGRs, an approved SF182 must be submitted to HRO prior to attending the course. POC for the course is MSgt Dave Matthews @ 428-6518. The POC for the second course is MSgt Ashley Hill, her contact number is 377-8758. In order to attend the second course for both Technicians & AGRs an approved SF182 must be submitted to SMSgt Hill.

We have seen quite often where an applicant applies for a technician job; however, we do not receive their resume to determine qualifications. As a result, they receive an e-mail stating that they are Ineligible because their resume was missing. To help ensure your information was received, follow the direction below:

- Step 1:** Login to USA Jobs and click on “My Account”.
Step 2: Then scroll down to the tab titled “Application Status”



Step 3: Once the tab populates, it will show all the jobs in which you have applied for.

Vacancy ID : 784235		Job Title : Human Resources Specialist (Military)	
Status	Modified Date	Closing Date	USAJOBS Control Number
See Details Tab	12/31/2012 5:20:46 PM	12/31/2012	333065200

Step 4: On the right hand side, it will tell you what your application status is.

Step 5: Underneath the Application Status, you will see a link that says “more information”; this link will re-direct you to the application manager.

Initial Application Date	Job Summary	Job Status	Status Updated	Application Status ?
01/16/2013	Education Services Specialist U.S. Army, Pacific Job Number: WTEV13285816823674D Pay Plan: GS-1740-09/11 Location: US-Alaska-Fort Richardson	Closed	01/16/2013	Application Received more information...

Step 6: Once there, select the announcement that you are inquiring about, it will show you all the documents that you have uploaded for that particular job. If you do not see any documents listed, make necessary corrections prior to the announcement closing date.

Details

Checklist

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	1/16/2013 3:32:12 PM	

Documents

Security Alert: Protect your privacy

	Status	Document Type	Source	Date Received	Original File Name
View	Processed	Resume	USAJOBS	01/16/2013 03:14 PM	Nanette Martinez
View	Processed	Other	USAJOBS	01/16/2013 03:14 PM	Military docs
View	Processed	Other Veterans Document	USAJOBS	01/16/2013 03:14 PM	Military supporting documents
View	Processed	SF-50	USAJOBS	01/16/2013 03:14 PM	SF 50
View	Processed	SF-50	USAJOBS	01/16/2013 03:14 PM	SF50's

Messages

	Message Type	Date Emailed	Date Printed
View	Acknowledgement Letter	1/16/2013 3:32:12 PM	

Application Processing Status

Status	Date Submitted
Complete	1/16/2013 3:32:12 PM

As always, if you have any questions, please call the Staffing Section at (907) 428-6459 or (907) 428-6462.

Military Deposits—Mr. Robert Gregori, Benefits POC

SELF SERVE MILITARY DEPOSITS

The Post-56/USERRA Military Deposit process (Buy Back) is transitioning to an “Employee Self-Serve” method in order to empower the employee to ensure the process is moving from start to finish. Contact the HRO to obtain the guide even if you have begun the process. There is no guarantee it is progressing and it may need to be reinitiated. The HRO Benefits Section will be able to determine where you are at in the process and provide you with instructions to keep/get the ball rolling. Here are some reminders about the Military Deposit Process and why it is something you want to see to completion.

MAKING MILITARY DEPOSITS

The amount of money you receive from your Federal Employees Retirement System is a simple formula based on length of service times the high 3 year average. Increasing your length of service means more money in your retirement check. NO DEPOSIT/NO CREDIT smaller retirement check.

Active Duty Military Service is potentially creditable toward your Federal Employees Retirement (FERS) length of service providing the required deposits have been made and you are not in receipt of an Active Duty Retirement. The two types of service involved are Post-56 Military Deposit and Uniformed Services Employment and Reemployment Rights Act (USERRA). Each type of service has different rules.

TYPES OF MILITARY SERVICE DEPOSITS

Post-56 Military Service is Title 10 Active Duty performed outside your period of Federal Employment either prior to your first FERS appointment or if you have a greater than 3 day break in your FERS covered employment. The deposit amount is 3% of your base pay. Notable periods of service are Enlisted Basic training and the immediately following MOS/AFSC producing school. Proof of the school being in Title 10 status is required for split enlistments. Service Academies and Active Duty for Training as an AF/Army/Navy Reservist are also creditable periods of service.

USERRA Military Service can be both Title 10 and Title 32 Active Duty service which interrupts your FERS covered employment. It includes all periods of Active duty regardless of whether or not an SF50 was produced documenting the period of absence, i.e. Absent-US (formerly LWOP-US/Military Furlough) or SEP-US but, you must return to the agency from which you began. The Alaska Air/Army (respective) National Guard you were employed with at the onset would be the agency for this purpose. The deposit amount is the lesser of 3% of your military base pay OR what would have been .8% of your technician pay had you not left. Normally this is the technician amount.

INTEREST ACCRUAL DATE

The Interest Accrual Date (IAD) is the 3rd year anniversary date of your appointment. You have a 2 year opportunity to make your military deposit interest free. Interest will be charged on the unpaid balance on the 3rd anniversary date of your appointment. You will only pay interest on the balance due at the start of the pay period of that IAD. It is advised to plan to your payments so the process is complete 1 or 2 pay period prior to your IAD.

Post-56 Service the IAD is the date you were first covered under the FERS for military service performed before that date. This date remains in effect for service performed before your first FERS date even if you separate and return to FERS covered service at a later date. Military Service performed between FERS covered appointments would establish a new IAD based on the start date of the subsequent appointment.

USERRA IAD is the 3rd anniversary of your Return to Duty (RTD) for each period of absence.

Deposits may only be processed based on one IAD at a time so it is imperative to get each period of service completed as quickly as possible. The regulations require the deposit to be completed before separation. Sometimes that may occur at a time you didn't plan. Don't take the chance of losing creditable service by being caught short due to an unexpected departure from your job.
POC

Mr. Robert Gregori (907-428-6475) robert.f.gregori.civ@mail.mil.

Fulltime Job Opportunities

Jobs vacancies change continuously; it is important to check the websites frequently.

Lots and Lots of Opportunities!

Air AGR Job Announcements

AGR: <http://dmva.alaska.gov/employment.htm>

[ANG 13-54C Retention Office Manager](#)

[ANG 13-60 Operations Management Craftsman](#)

[ANG 13-64 Financial Management & Comptroller Craftsman](#)

[ANG 13-65 Cyber Transport Systems Journeyman](#)

[ANG 13-67 Cyber Systems Operations Craftsman](#)

[ANG 13-68 Personnel Craftsman](#)

[ANG 13-69 Helicopter Tiltrotor Aircraft Maintenance Craftsman](#)

[ANG 13-70 Cyber Systems Operations Craftsman](#)

[ANG 13-71 176 WG XP Officer](#)

[ANG 13-72 176 WG Executive Officer-Chief of Staff](#)

[ANG 13-73 Personnel Craftsman](#)

Army AGR Job Announcements

AGR: <http://dmva.alaska.gov/employment.htm>

None at this time, but keep checking!

Air Technician: <http://www.usajobs.gov/JobSearch/Search/RSSFeed/393793>

[PUBLIC AFFAIRS SPECIALIST - Military Membership Required](#)

[AIRCRAFT ENGINE MECHANIC - Military Membership Required](#)

[AIRCRAFT PNEUDRAULIC SYSTEMS MECHANIC - Military Membership Required](#)

[HEAVY MOBILE EQUIPMENT MECHANIC - Military Membership Required](#)

[AIRPLANE FLIGHT INSTRUCTOR - Military Membership Required](#)

[AIRCRAFT ORDNANCE SYSTEMS MECHANIC - Military Membership Required](#)

Army Technician: <http://www.usajobs.gov/JobSearch/Search/RSSFeed/393759>

[INFORMATION TECHNOLOGY SPECIALIST \(NETWORK\) - Military Membership Required](#)

[OCCUPATIONAL HEALTH NURSE](#)

[AIRCRAFT MECHANIC - Military Membership Required](#)



RETIREMENT CONGRATULATIONS

James Lucero

John Huntwagner

Brian Johnson

Antonio Luccessi

William Barnett

Rebecca Scheric

Alaska National Guard J1/Human Resource Office & Joint Support Services

What else does your J1 do for you? In a domestic event, we are responsible for you and your family's accountability!

Col Edie Grunwald, J1/HRO, edith.m.grunwald@us.army.mil, 907 428-6450

LTC Don Mercer, Deputy HRO, don.mercer@us.army.mil, 907 428-6465

Lt Col Kay Spear-Budd, Family Programs Director, 907 428-6680

Phone: HRO Front Desk (907) 428-6451 and 428-6578 to select options and rings the office you want to reach.

To call DSN: Change the 428 prefix to 384- 4XXX.

Check out the HRO Website!

<http://akguard.army.mil/sites/akarng/Pages/hro1.aspx>

Check out the Joint Support Services Website!

www.jointservicessupport.org

Toll-Free: 1-888-917-3608



<https://55.1.6.189/hro/Employment.htm> – AKNG employment opportunities

<http://www.tsp.gov> - Thrift Savings Plan Website

<http://emss.dfas.mil> - Employee Member Self-Service Website from DFAS

<http://www.anthemalliance.com> - TRICARE Pharmacy Website

<http://www.merck-medco.com> - National Mail-Order Pharmacy Website

<http://www.ucci.com> - United Concordia Website (Family Dental)

www.dtic.mil/perdiem/rateinfo.html – DFAS for BAH info

www.dfas.mil – Base pay/BAS info

www.dtic.mil/perdiem/rateinfo.html – COLA info

<http://www.onlinedmv.com/>
AK Alaska dmv department of motor vehicles.htm – Dept of Motor Vehicles

<http://www.my.af.mil> - Air Force Portal

<http://arpc.afrc.af.mil> – Air Reserve Personnel Center

Welcome Our New Technicians & AGRs

Army—Technicians

ADAMS, ZACHARY M.
 APPLGATE, JULIANN A. R.
 DENNIS, JOSHUA J
 FAUBER, AUTUMN W.
 JARAMILLO, JASMINE M
 JEANLOUIS, THECLA H.
 JENSEN, BRENDA K.
 KELLEY, SHAYLA B.
 KING, JILL L.
 KOTHE, DEVON J.
 LEDBETTER, JAMIE L.
 LEWIS, JOEY H. E.
 SANDERS, MATTHEW B
 SHIRLEY, SAMANTHA L.
 STEPANEK, JAYMIE R.
 TOYUKAK, JR, MOSES E.
 WATSON, AUBREY E.
 WAWERSIK, JANE L.
 WILLIS, WAYNE C.

Army—AGRS

Amarone, Brandon - GBI, 49th GMD
 Feldt, Shiloh - GBI, 49th GMD
 Fulmer, James - HHB, 49th GMD
 Keirn, Jason – HHB, 49th GMD
 Markham, Andrew - 103rd CST
 Martin, Trevor - GBI, 49th GMD
 Nieves, Caroline - GBI, 49th GMD
 O'Neill, Jezabelle - GBI, 49th GMD
 Paganmartinez, Joel - GBI, 49th GMD
 Pereztorres, Omar - GBI, 49th GMD
 Rodriguez, Michael - GBI, 49th GMD
 Waters, Casey - GBI, 49th GMD
 Whitehead, Justin - HHB, 49th GMD

176th—AGRS

MSGT JOHN LANE
 SSGT ANDRE DEBRITO
 MSGT STEVE HAVENS
 2D LT MICAH HANAUER
 LT COL RICHARD ADAMS
 MSGT VERNON OSBORN
 TSGT LEELAH JOCHEM
 TSGT TIMOTHY ALLWOOD
 SGT GRADY RADABAUGH
 TSGT JONATHAN SMITH
 SSGT BRYAN CABLE
 TSGT ANDREW SWANSTON
 SSGT TIFFANY ALEXANDER

Technicians Air

ANDERSON, JACOB R.
 ANDRESEN, ERIK R.
 BEAL, RICHARD M.
 BELLAMY, BEAU V.
 BELLERIVE, DANIEL N.
 BISCHOFF-DIMOND, SHELISA E
 BOWEN, TYSON C.
 CHING, TEMUJIN K. L.
 CLEMENT, RAYMOND C.
 COLLELO, ALVIN A.
 CONDON, DANIEL F
 COX, ERIC N.
 DAVISON, JOHN T.
 DILLON, DEMETRI J.
 DREW, DARRELL L
 ELLIOTT, THOMAS C.
 ENTERS, PATRICK G.
 FLYE, JOSHUA T.
 FLYNT, MEGAN V.
 FRAZIER, AMANDA K.
 FRAZIER, DEREK V.
 GABRYSZAK, DANIELLE J.
 GANN, JR., FREDDIE J.
 GONZALES, DUANE E.
 GRATION, JULIE A.
 GRIFFIS, LACEY M.
 GUSHUE JR, MICHAEL A
 HAINES, JAMIE C.
 HARBOUR, NATHAN L.
 HARMENING, KRISTEN M.
 HENEVELD, MATTHEW J.
 JONES, CHAD L.

Technicians Air

KRAUSE, BRANDON W.
 KRUEGER, DANIEL R.
 LAJCSAK, MICHAEL J.
 LANG, SHEILA A.
 LOMBARD, VERONICA C.
 MCGUIRE, RYAN A.
 MEYER, JULIA M
 MEYERS, MICHAEL R
 MILBURN, SCOTT B
 MILLER, CLINTON B.
 MILLS, JASON S.
 MILLS, JULIA J.
 OLSON, JACE M.
 PALEMBAS, DARYL R.
 PORAY, PETER A.
 PULANCO, MICHAEL D.
 REEVES, TRACI R.
 REYES, JONILYNN I.
 ROWBOTHAM, BRIAN C.
 RUEDY, VICTORIA L
 RUTTER, ERIC R.
 SAMPSON, MIQUELA S.
 SCHWIN, TERRA L.
 SCOTT, BRAD S.
 SCOTTI, BENJAMIN D
 SEWARD, ANDREW P.
 SWANSTON, ANDREW W. J.
 SWEET, MICHAEL P.
 TAYLOR, LEAH A.
 TOBEY, KYLE P.
 WATSON, CASEY M.

168th—AGRs

SSGT PETER GARDELLA
 SSGT JAMIE GARCIA
 TSGT RICHARD SMITH
 TSGT TRACY KURZENBERGER
 CAPT BARNEY GIRDNER

Family Programs Director—LTC Kay Spear-Budd

Help for your Home, Family, and Health

Whether it is financial, emotional, household, or health benefits support you need, your Alaska National Guard Family Program strives to empower you with the tools to maintain or become self-sufficient. From balancing your bank accounts to shoveling snow during record snowfalls, you may be stepping into a few new territories. As your responsibilities change, your emotions may change as well. All of these changes are normal and expected; other families of service members are experiencing the same or similar adjustments. Support is only a phone call away.

Financial Support

Becoming a part of your service member's military life or experiencing a deployment may bring financial gain, as well as potential financial stress. The Department of Defense and National Guard Bureau offer many programs to assist families and service members in their efforts to create a safe and secure financial environment. One of your biggest assets is Mr. Glenn Bobo, our very own **Personal Financial Consultant** located in the armory, room D-101. Schedule an appointment today for a personal one-on-one consultation covering everything from basic budgeting to asset allocation for retirement. He's also available for group consultations or quick 5 minute presentations at commanders' calls. You can reach him at 428-7524. You can also visit <https://www.jointservicesupport.org> for additional financial services.

Emotional Support

When you or your loved one is a service member, moments of emotional change seem inevitable. It is our goal, as your Family Program, to support and help you and your family through those moments. Several resources immediately available to you are our **Psychological Health Program**, Ms. Lyn Tashea and **Military Family Life Consultants**, Ms. Rocio Baquerizo and Ms. Shirley Durtschi as well as a Psychological Health Program at each wing. The Air and Army Guard Chaplains are a ready resource as well and work in conjunction with our programs. These resources are all confidential resources available to you and your family at no cost. For additional resources visit <http://www.jointservicesupport.org/FP/Emotional.aspx> or call your Family Assistance Center at 907-428-6663.

Health Benefits

Family members of National Guard and Reserve members are eligible for different TRICARE benefits depending on their status. Find out when your Family's eligibility kicks in at <http://www.jointservicesupport.org/FP/HealthBenefits.aspx>. We also have a **Transition Assistance Advisor**, Mrs. Mirta Adams. She is available to assist you in navigating through the numerous benefits and entitlements in the Department of Defense and Veteran Administration system. She can also help you obtain entitlements through the Military Health System and access community resources. To access these benefits and more contact your **Family Assistance Center**. They are available to you during normal duty hours at 1-888-917-3608 or 428-6663 and after hours for emergencies that can't wait until normal duty hours. We have six locations throughout the state of Alaska (Bethel, Juneau, Fairbanks, Fort Greely, Mat-Su and Anchorage). The Family Assistance Center's mission is resource and referral to military and/or civilian programs in your local community and their number one priority is YOU! Like us on Facebook at <http://www.facebook.com/AKNGFamily> and you can be the first to see events and opportunities available to you through your Family Program.

GET READY! WE ARE CHANGING TO THE NEW!!!

ALASKA NATIONAL GUARD

PERFORMANCE APPRAISAL APPLICATION (PAA)

Initial training has been conducted and supervisors can begin preparing for the conversion.

Be sure you are registered in MyBiz/MYWorkplace and confirm your employees are current and email addresses are correct. Watch for more information regarding the change.

Important actions to be considered now are as follows.

POC is MSG Everett Johnson at (428-6247)

PAA Appraisal Cycle

**New 2013 appraisal cycle for the Alaska National Guard will be
1 March 2013 through 28/28 February 2014.**

**Appraisal Conversion
Cycle**

IMPORTANT DATES: 1 November 2012 thru 28 February 2013

All technicians whose birth month is during this period will receive an extended annual appraisal under the old system with an end date of 28 Feb 2013 (will be greater than 12 months)

Technicians with existing Performance Plans/Standards established previously anywhere from March 2012 thru October 2012 will remain in effect and be closed out with a 28 Feb 2013 end date. (Will be less than 12 month period)

01 Mar 2013 all technicians (except trial probationary period) will have Performance Plan under PAA established with an Appraisal Cycle 01 Mar 2013 thru 28 Feb 2014.

Trial/Probation period remain in place for original 365 days – if annual appraisal closes out between Nov 12-Feb 13, then it will be under the pass/fail appraisal. Follow on Plan will be under the PAA and end date 28 Feb 14

New Trial Probationary Employees hired from Nov 2012 – Feb 2013 will be under Pass/Fail ending 365 days past date of appointment. Trial Probationary period employees will begin PAA the month following completion of pass/fail appraisal period.

Career employees whose position/supervisor changes from 01 Nov 2012 thru 28 Feb 2013 will remain under the Pass/Fail system until 120 days pass. At the completion of 120 days an Out of Cycle Appraisal will be done and the PAA will be established effective the day after closeout.

New Standards to be input into PAA

November 2012 – Supervisors can begin building new standards within DCPDS (MyWorkplace) for all permanent and indefinite employees.

**PAA Appraisal Period
(Appraisals due to HRO)**

31 March 2013 – Closeout under Pass/Fail due and new PAA Standard in place on everyone except those in trial probationary.

State Equal Employment Opportunity

Mark your calendars:

Observance Theme: "At the Crossroads of Freedom and Equality: The Emancipation Proclamation and the March on Washington"

Date: 27 February, 2013

Time: 1530 - 1630

Location: Arctic Warrior Event Center - JBER-Elmendorf

"Don't Let the Bad Guys Win" by Michael Josephson

During a seminar on ethics in the workplace, participants spoke about a wide array of unethical conduct they'd recently witnessed. They talked about high-level employees who lied on internal reports or blatantly took credit for the work of others and the intimidation or abuse of subordinates. These were clear-cut violations of organizational policy. Yet, in most cases the perpetrator escaped any serious sanction.

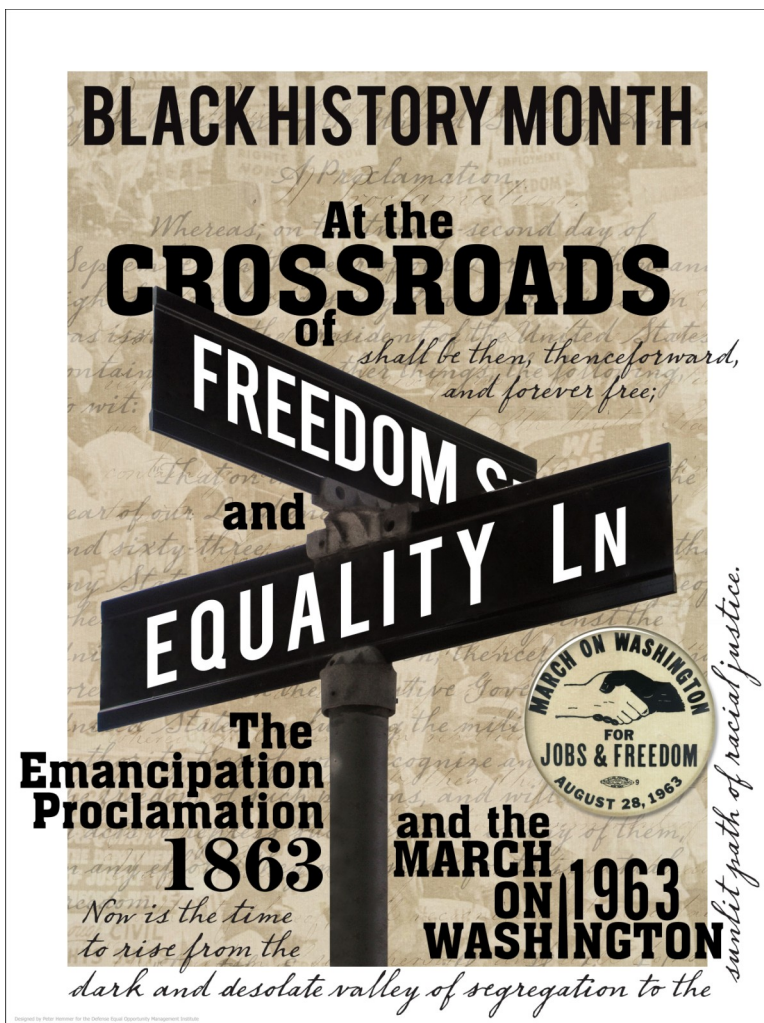
Executives, who have the responsibility to uphold organizational standards, seem to find an endless array of excuses to look the other way. And so the culture of many private and public institutions reflects a don't-rock-the-boat, avoid-confrontation-at-any-cost philosophy that undermines institutional integrity and morale.

When managers systematically allow employees to get away with forbidden behavior, they make a mockery of organizational policies and ethical rhetoric. What's worse, they cultivate seeds of inefficiency and corruption and demoralize employees who would willingly live up to higher standards of personal conduct. Every time we let a bad guy win, we weaken the resolve of dozens of ordinary folks who need to know that playing by the rules is not just for suckers.

How many organizations are mired in the quicksand of hypocrisy because they are led by executives who are too timid or ambitious to demand honorable behavior? Good organizations need good people, men and women of principle who can resist the seductions of short-term political expediency and overcome fears of litigation or unpopularity.

Beverly Robotkay, CMSgt, AKANG
State Equal Opportunity Specialist
COMM: 907-428-6466

Major Joel Kondas is the AKNG
Equal Opportunity OIC, 907-428-
6267, joel.kondas@us.army.mil



Physical Training: Programs such as basketball, volleyball and other competitive sports will not be permitted due to the high incidence of injury related to these activities. Other sports such as archery, bowling, and golfing do not fit within the purpose of the AKNG's PT program but may fit within a team building or unit function separate from the PT program.

Violence in the Workplace: It is not permitted. If you are threatened or harmed, immediately report the incident with as much detail as possible—to your supervisor or someone in your chain-of-command. Threats or assaults that require immediate attention should be reported first to the police. Do not put yourself in peril! Call 911 if you need to. Conduct that threatens, intimidates or coerces will not be tolerated.

Family and Medical Leave (FMLA) is a period of up to 12 weeks of job protection the technician employee is entitled by law to be away from the work place for the following circumstances with or without the use of paid leave.

- ☐ The birth of a son or daughter of the employee and the care of such son or daughter of the employee and the care of such son or daughter.
- ☐ The placement of a son or daughter with the employee for adoption or foster care.
- ☐ The care of a spouse, son, daughter or parent of the employee a person whose relationship with the employee is that of the above family members who has a serious health condition
- ☐ A serious health condition of the employee rendering the employee unable to perform the essential functions of his/her position.

AGR Management

AGR Retirement: Are you preparing to retire from the AGR program within the next year?

Army: Immediately contact the Army AGR manager in the HRO, MSG Heffele 428-6458 or DSN 384-4458, jody.heffele@us.army.mil. You must apply and MSG Heffele will assist to ensure all contact points are met. Plan to start your request one year from your retirement date.

Air: Contact your Forces Support Flight so you may apply via on-line electronically—plan to apply as early as twelve months and no less than six months prior to your requested retirement date. Your Force Support Flight can guide you and assist.

POC: CW4 Tammy Kostoff, tammy.kostoff@us.army.mil / 907-428-6433
 POC: CMSgt Bev Robotkay, Beverly.robotkay@us.army.mil / 907-428-6466
 POC: MSG Heffele, Jody, jody.heffele@us.army.mil / 907-428-6458
 POC: TSgt Saroya Porche, Saroya.warren@us.army.mil / 907-428-6457
 POC: SSG Eliza-Ortiz, Luis, luis.j.elizaortiz@us.army.mil / 907-428-6472
 POC: SPC Smith, Samantha samantha.a.moses@us.army.mil / 907-428-6452

ADOS? All Army ADOS packages must come through the HRO .

CW4 Tammy Kostoff, AGR Manager
 Joint Forces AK National Guard

Labor Management—Chief Bernie Kale

The New Year is passing by quickly as many of us look forward to the activities of the upcoming spring and summer months, and then there's the question about furloughs? I've taken the liberty below to share the NGB HRO Chief's newsletter article.

Chief's Message: 2013 Budget Uncertainty

As you are all aware of by now, the Deputy Secretary of Defense released a memo two weeks ago outlining prudent steps Components should begin to examine in the face of FY 2013 budget uncertainty. Subsequently, both the Army and the Air Force released respective Service guidance. Although the memos are applicable to DoD, DA and DAF civilian employees, applicability to our National Guard technicians continues to be considered.

We are at a turning point in this country after 10 years of war. Our greatest threat right now is the budget, and the continuing uncertainty of what will happen to DoD funding. We have a perfect storm coming up in these next few months. The federal government continues to operate under a Continuing Resolution (CR) through 27 Mar 13. Because most operating funding was planned to increase from FY12 to FY13, but is instead being held at FY12 levels, funds will run short at current rates of expenditure if the CR continues through the end of the fiscal year in its current form. Although Congress deferred sequestration from Jan 13 to Mar 13, the possibility of sequestration occurring as late as the beginning of the sixth month of the FY creates significant additional uncertainty.

Last week, the NGB stood up a Sequestration Action Team purposed to review Army and Air Force guidance and its applicability to the National Guard and serve as a focal point for communications coordination. The team is focused on determining the prospects of proposed courses of action for the Guard, to our people, and on our preparedness to perform State and Federal missions.

The Secretary of Defense asked all of us to take prudent measures to help mitigate our budget risk. For now, the Secretary makes it clear that these actions must be reversible to the extent feasible and must minimize harmful effects on readiness. We have no choice but to prepare and plan for the worst. In that vein, I cancelled the 2013 HRO Training Workshop which ironically was intended to focus on planning for and conducting reductions in force. In good faith, we cannot justify executing a human resources workshop while planning for furloughs and/or RIFs of our workforce. Prudent Human Resources Officers and managers should begin deliberate efforts to look within their respective organizations in the context of these near term cost reducing actions:

- (1) Implementing a technician hiring freeze, except for mission critical activities;*
- (2) Identifying temporary hires and notifying term employees that their contracts may not be renewed with exception for mission critical activities;*
- (3) Curtailment of travel, training and conferences; and*
- (4) Curtailment of administrative expenses.*

While we certainly hope Congress addresses the budgetary uncertainties as soon as possible to ensure we avoid irreversible actions that negatively affect our technician workforce, this staff will continue all efforts to assist your planning efforts. Unfortunately at this time, we are unable to provide any definitive guidance as to the effects of the CR or sequestration on our technician workforce. We are exploring all possible avenues to ensure we continue to support those who are Always Ready...Always There.

Until more answers present themselves please continue to perform the Outstanding level of work with that Dedication which really does exhibit the true meaning of being a member of a Great Organization!

~Take care of each other~

Chief Bernie Kale

POC Labor Management 907-428-6463

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DCPS Reporting Codes

This is a list of the most common time reporting codes used. This list serves as a reminder for the correct codes for technician statuses. If you have further questions regarding this material and how it applies to our agency, please read the “Administration of Certain categories of Leave and Absence (HRO Policy Letter 12-04)”. Regarding compensatory time, please read “Administration of Technician Compensatory Time (HRO Policy Letter 12-05)”. These HRO Policy letters can be found at the following link: <http://akportal/SpecialStaff/HRO/HRO%20Policy%20Letters/Forms/AllItems.aspx> . Outside of the military network, you can also locate the HRO policy letters at: <http://akguard.army.mil/sites/akarng/Pages/hro1.aspx> .

Pay Type Hours

- RG – Regular
- RF – Regular (First Shift)
- RS – Regular (Second Shift)
- RT – Regular (Third Shift)

Leave Hours

- LA – Annual
- LB – Advanced Annual (only when appropriate documentation is provided, supervisor approves and is sent to Comptroller flight (Air paid employees), or USFPO (Army paid employees).
- LC – Court (Jury Duty and appropriate documentation is provided).
- LG – Advanced Sick (only when appropriate documentation is provided, supervisor approves and is sent to Comptroller flight (Air paid employees), or USFPO (Army paid employees).
- LH – Holiday Leave
- LM – Military Leave
- LN – Administrative Leave
- LY – Time Off Award

Leave Hours – Nonpaid

- KA – LWOP (Leave without pay)
- KG – Military Furlough LWOP (on active duty)

Compensatory Hours

- CE – Compensatory time earned
- CT – Compensatory time taken
- CB – Travel compensatory earned
- CF – Travel compensatory time taken

Family Medical Leave Codes (FMLA) – Must be requested in writing, supported by medical documentation, and approved by HRO. The following codes are used in conjunction with paid sick leave. These codes used are in order to categorize the sick leave taken.

- DA – Birth of son/daughter or care of newborn
- DB – Adoption or foster care
- DC – Care for spouse, son/daughter, or parent with serious condition
- DD – Serious health condition of employee

Family Friendly Leave Codes (FFLA) – As approved by supervisor.

- DE – Family Care/ Bereavement – Sick Leave taken to: 1) provide care for family member. 2) make arrangements necessitated by the death of a family member or attend the funeral of a family member.
- DF – Sick Leave for Adoption Purposes – Sick leave for purposes relating to the adoption of a child.

If you have any questions regarding this material, please call SrA Arielle Achkio at 907-428-6451 or email her at Arielle.m.achkio.mil@mail.mil

V/r,
Col Grunwald

State Family Program Director	<p>POC: Lt Col Kay Spear-Budd/ kay.luree.spearbudd@us.army.mil /428-6680 or 632-3378</p> <p>Oversight of Service Member and Family Support Services.</p> <p>Provide 24/7/365 high quality Family services to meet the needs of the Guard and Reserve service members and their Families.</p>
<p><u>Sexual Assault Prevention and Response</u></p> <p>Manager</p>	<p>POC: Octavia L. Thompson/ octavia.l.thompson@us.army.mil /428-6219 or 854-1899</p> <p>The Sexual Assault Prevention and Response Programs mission is to end sexual violence and ensure high quality, comprehensive, and preventative measures encouraging competent service members and Family members; and to promote change that fosters a military environment that is responsive to victims and survivors of sexual assault.</p> <p>Provides 24 Hour Victim Assistance/Advocacy, Annual Training, Domestic Violence Prevention and Reporting, Education, Suicide Intervention, and CISM.</p> <p>If you or someone you know may have been a victim of sexual assault or domestic violence you have options, militarily and through the State of Alaska to receive confidential services. Check with your SARC or a Victim Advocate today to learn more about Restricted and Unrestricted reporting options.</p>
<p>Resiliency and Risk Reduction (Suicide Prevention) Program Manager</p>	<p>POC: SSG Charles Boldt/ charles.j.boldt@us.army.mil /428-6241</p> <p>To recognize the seriousness of suicidal behaviors and potential within the AKNG. To implement appropriate control measures that address and minimize the risk factors of suicide while strengthening the factors that mitigate those risks. To aid and equip commanders and leaders with the skills and resources necessary to combat suicide by providing quality interactive training on prevention, intervention, and postvention. To ensure early identification and treatment of emerging deployment-related health concerns.</p> <p>Available Training: ASIST (Suicide Intervention), Bystander Training, Four Lenses, ACE (Suicide Prevention), Suicide TALK (ages 13 and older)</p>
<p>Family Readiness Assistant</p>	<p>POC: Gia Simmons/ gianna.simmons@us.army.mil /428-6682 or 229-6189</p> <p>POC: 38th TC/ Mary Sorensen/ mary.sorensen1@us.army.mil /428-6355 or 854-1861</p> <p>POC: 297th BfSB/ Jenny Morgan/ jenny.e.morgan.ctr@us.army.mil /428-6569 or 903-9593</p> <p>Provide training, hands-on assistance, and information to subordinate unit commanders and unit Family readiness groups on all aspects of Family readiness, wellbeing, and deployment cycle support. Maintain up-to-date Family Readiness library including, but not limited to directives, policies, regulations and program material</p>
<p>Airman & Family Readiness Program Managers (A&FRPM)</p>	<p>POC: 176th Wing/ C. Jill Meszaros/ catherine.meszarus@us.af.mil /551-7649 or 382-3905</p> <p>POC: 168th ARW/ Kristie Harrison/ kristen.harrison@ang.af.mil /377-8715 or 378-7202</p> <p>The A&FRPM are located at each wing to support individuals, Families, and leadership with programs and services to strengthen communities, encourage self-sufficiency, enhance mission readiness and ease adaptation to the Air Guard way of life.</p> <p>The A&FRPM serves singles, couples and Families alike by being the one-stop-shop for community information, benefits, entitlements, life-skills education, deployment cycle support, volunteer opportunities, and crisis assistance.</p> <p>Services are provided to military members of all branches of service, DOD employees and their Families.</p> <p>Most services are provided on a walk-in basis. Assistance is also just a phone call or email away.</p>

Personal Finance Counselor	<p>POC: Rotational Counselor Available/ pfc.jfsap.ftrich@gmail.com /428-7524</p> <p>Provide education, counseling, information, and assistance to Service members and military families on issues concerning personal financial planning, goals, budgeting, savings, reducing debt, retirement planning, deployment financial planning, and understanding military pay, State, and Federal financial benefits.</p>
<u>Military Family Life Consultants</u>	<p>POC: Shirley Durtschi/ mflc.jfsap.ft.rich@gmail.com /382-1408</p> <p>POC: Rocio Baquerizo/ mflc.jfsap.ft.rich@gmail.com /382-1795 or 428-6222</p> <p>Provides direct short term, non medical, solution focused counseling services to individuals, couples, Families and groups for situations resulting from commonly occurring life circumstances.</p> <p>The counseling service will assist Service members and Families in dealing with relationships, crisis intervention, stress management, Family issues, parent-child communications, Family separations, and reintegration due to deployments.</p>
<u>Military One-Source</u> Representative	<p>POC: Reece Baldwin/ reece.baldwin@militaryonesource.com /229-3773</p> <p>Subject matter expert on Military OneSource resources available to service and family members.</p> <p>Provide direct member or specific event support while building community capacity with military leaders and service providers through in-person, teleconferencing and virtual delivery methods.</p> <p>Formats, subjects and scheduling are very adaptive to end user needs.</p> <p>To request a Military OneSource training, presentation or support for a specific event, type "jfsap.mhf.dod.mil" into your internet address bar, hit "Enter" and complete the On-Demand request form. Please do not hesitate to call/email the POC for assistance.</p>
<u>Transition Assistance Advisor</u>	<p>POC: Mirta Adams/ mirta.y.adams@us.army.mil /428-6208 or 854-2151</p> <p>The Transition Assistance Advisor (TAA) program is to serve as the statewide point of contact to assist members in accessing Veterans Affairs benefits and healthcare services.</p> <p>Provide assistance in obtaining entitlements through the TRICARE Military Health System and access to community resources.</p> <p>Helps you navigate through the vast myriad of benefits and entitlements.</p>
Child & Youth Program	<p>POC: Program Coordinator, Joan Boltz/ joan.boltz@us.army.mil /428-6670</p> <p>POC: Youth Prog Specialist, Melissa Thornton/ melissa.k.thornton.ctr@us.army.mil /428-6218</p> <p>Assist youth in understanding why their Family member serves in the military</p> <p>Help youth realize their coping skills to deal with the stressors of the deployment cycle</p> <p>Provide accurate and useful information and resources to the parents and youth</p> <p>Encourage youth to develop positive self-esteem, self-confidence; show respect for self and others; and help youth to develop team skills and leadership abilities</p> <p>Assist youth in becoming aware of hazards of substance abuse and destructive behaviors</p> <p>Provide teachers and other community members with helpful deployment, separation and redeployment (reunion) information through work with the Education Deployment Task Force/JFSAP Education Outreach</p>

<p><u>Director of</u></p> <p>Psychological Health</p> <p>Army & Air</p>	<p>POC: Lyn Tashea/ lyn.tashea@ceridian.com /428-6662 or 602-8977</p> <p>POC: 176th WG/ Christine Prokop/ christine.prokop.ctr@us.af.mil /551-0451 or 306-9941</p> <p>POC: 168th ARW/ Nancy M. Morris/ nancy.morris.ctr@ang.af.mil /377-8623</p> <p>The mission of the Psychological Health Program is to advocate, promote, and guide National Guard members and their Families by supporting psychological fitness for operational readiness.</p> <p>Direct 24/7/365 access to your state DPH • Assessments • Referral services • Case management services • Follow-up services • Commander consultation services • Leadership training • Wellness education • Critical incident management services</p>
<p><u>Yellow Ribbon Program</u></p> <p>Specialist</p> <p>Army & Air</p>	<p>POC: Army Guard, LT Brian Tapley/ brian.tapley@us.army.mil /428-7593</p> <p>POC: Army Guard, SPC Victor Mejia/ victor.mejia1@us.army.mil /428-7501</p> <p>POC: Army Guard, PFC Marc Roach/ marc.roach@us.army.mil /428-6367</p> <p>POC: Air Guard, Julie Harvey/ julie.harvey.1.ctr@us.af.mil /903-0240 or 428-6139</p> <p>We will provide information, services, referral and proactive outreach opportunities for service members, Families, employers and youth throughout the entire deployment cycle. We will work hand-in-hand with the A&FRPM to ensure service members and their Families receive the services available for them to include Family counseling, DEERs, TRICARE, VA support, financial planning and more.</p> <p>Workshops are provided as a Pre-Deployment, a During Deployment, and at 30-60-90 days following the service members return. In conjunction with Yellow Ribbon workshops the program also provides Youth Camp for children 6-17 and FREE childcare for ages 0-5.</p>
<p><u>Education Officer</u></p>	<p>POC: Ed Services Officer, Capt Nanette Martinez/ nanette.martinez@us.army.mil /428-6460</p> <p>POC: Education Services Specialist, Jeannette Sydnor/ j.sydnor@ng.army.mil /428-6477</p> <p>POC: State Tuition Mgr, SSgt Asdrubal Peguero/ asdrubal.peguero@ng.army.mil /428-6477</p> <p>POC: GI Bill and Employment Mgr, SFC Derrick Green/ derrick.greenjr@us.army.mil /428-6228</p> <p>NGAK-EDUservicesoffice@ng.army.mil</p> <p>There are numerous education benefits that may be available to you through the National Guard or your prior military service, such as Federal Tuition Assistance, University of Alaska Scholarship, Non-University of Alaska Tuition Reimbursement, Chp 1606-Select Reserve GI Bill.</p> <p>1607-REAP, Chp 30-AD GI Bill, Chp 33-Post 9/11 GI Bill, and/or Chp 33-Post 9/11 Transferability.</p> <p>Provides guidance counseling and Educational Briefings to Service Members</p>
<p><u>Military</u></p> <p>Funeral Honors</p>	<p>POC: State Coordinator, SPC Steven Morrell/ steven.morrell@us.army.mil /428-6688</p> <p>POC: Master Trainer: SGT Noah St. Hilaire / noah.sthilaire@us.army.mil /428-6252</p> <p>Renders professional military funeral honors, in accordance with service tradition, to all eligible veterans when requested by an authorized Family member.</p> <p>Honor Guard is seeking motivated individuals to join a respected detail to render honors.</p> <p>Most of the Soldiers serving as members of the Honor Guard are M-Day, who volunteer their time outside of drill dates to practice their skills, render Honors or present the Colors as a Color Guard Detail. Without the participation of the M-Day soldier, we cannot accomplish our Missions.</p>

Survivor Outreach Services Specialist	<p>POC: Rick Cavens/ richard.cavens@us.army.mil /428-6066</p> <p>Survivor Outreach Services demonstrate the Guard's commitment to Families of the Fallen and the retired. If a deceased person wore a military uniform their Family belongs to us; and we are to make sure that as a Family continues to grieve they don't fall through the system's cracks. Our mission is to expand and improve services to survivors. Define roles and the responsibilities of military agencies to Families of the deceased to improve the response of their needs while streamlining the process for Families of the Fallen. We do this by coordinating local and Federal benefits, offering financial counseling, and providing long term grief support.</p>
Family Assistance Center Coordinator	<p>POC: Carrie Schrader/ carolyn.schrader@us.army.mil /428-6663 or toll free 1-888-917-3608</p> <p>Family Assistance Centers (FAC) offer information and referral services to Families from all military branches, active, Guard/Reserve, or retired. Professional consideration and confidentiality are fundamental elements found at each FAC, with topics running the gamut from personal issues requiring advice to difficult challenges resulting in referrals to outside resources. FAC Specialists are ready to serve and build Families with strong military Family readiness.</p>
Post Deployment Health Reassessment Manager	<p>POC: SSG Edwin Brunner/ alan.kelley@us.army.mil /428-7054</p> <p>Opportunity to learn about some of the common experiences Soldiers face after deployment. Help identify your health and re-adjustment concerns.</p> <p>Confidence in knowing that trained professionals will assist you in receiving any care needed.</p>
Resiliency Master Trainer and Coordinator	<p>POC: SSG Diane Singh/ diane.singh@us.army.mil /428-7594 or 952-6239</p> <p>Conducts and provides Army Resiliency training.</p> <p>Discuss locations, POCs, and how to access the program.</p>
Employer Support of Guard and Reserve (ESGR)	<p>POC: Prog Support Tech, Jamie Abordonado/ jamie.m.abordonado@us.army.mil /428-6287</p> <p>POC: Prog Support Specialist, Bradley Miller/ bradley.lee.miller@us.army.mil /428-6829</p> <p>ESGR is a DoD agency that seeks to promote a culture in which all employers support and value the military service of their employees. The Alaska committee conducts employer outreach, military outreach, awards, training, public affairs and ombudsman program to recognize outstanding support, increase awareness of the law, and resolve conflicts through mediation.</p> <p>To nominate your employer for outstanding service go to www.esgr.org</p>
Emergency Preparation	<p>Hazards</p> <p>Some of the things you can do to prepare for the unexpected, such as making an emergency supply kit and developing a family communications plan, are the same for both a natural or man-made emergency.</p> <p>However, there are important differences among potential emergencies that will impact the decisions you make and the actions you take. Learn more about the potential emergencies that could happen where you live and the appropriate way to respond to them.</p> <p>Earthquakes</p> <p>Risk: Ground shaking during earthquakes can cause partial building collapse, shattered glass, falling objects, and shifting debris.</p> <p>Response: Secure heavy items in your house and build an emergency kit to prepare; Drop, Cover, and Hold On during an earthquake.</p> <p>Learn more: http://earthquake.usgs.gov/earthquakes/</p> <p>Are you Ready for the Next Big Quake</p>